

## **EEO Representative**

**Role:** Promote the Laboratory's Diversity programs in assigned organizations.

### **Responsibilities:**

- Assist organization management in identifying and resolving EEO/AA problems and complaints.
- Observe organization's employment activities for non-dominant cultures compared to dominant cultures, and report questionable practices or treatment.
- Place new required EEO/AA posters in departmental locations.
- Report racial slurs, ethnic comments, and offensive behavior to organization management.
- Schedule staff for initiatives and training offered by the Diversity Office.
- Inform staff of directives of the Diversity Office.
- Direct employees to the Diversity Office for concerns which cannot be resolved within the organization.

### **Accountabilities:**

- To organization management and the Diversity Office, for enhanced visibility of EEO/AA problems and sexual harassment
- To Diversity Office, for effective use of Diversity Office resources and advancement of Diversity Office programs
- To coworkers, for effective referrals on EEO/AA concerns, and current information on Diversity Office programs

### **Authorities:**

- Seek management or Diversity Office assistance in resolving EEO/AA problems.
- Identify questionable practices or problems to organization management.
- Notify Diversity Office of questionable practices or problems that are not being addressed.
- Arrange staff attendance at Diversity Office events.